

# Washington County

## Job Description



<b>Title:</b>	Bailiff (Reserve)		
<b>Division:</b>	Courts	<b>Effective Date:</b>	05/18
<b>Department:</b>	Sheriff	<b>Last Revised:</b>	05/18
<b>Career Service:</b>	PT - Exempt	<b>FLSA:</b>	Eligible

### GENERAL PURPOSE

Performs a variety of entry level certified or non-certified duties related to the security, safety, order, operation and maintenance of county justice and district court facilities.

### SUPERVISION RECEIVED

Works under the direct supervision of a Corrections Sergeant or assigned supervising officer, and general supervision of the Lieutenant, Chief Deputy, Undersheriff and Sheriff.

### SUPERVISION EXERCISED

None

### ESSENTIAL FUNCTIONS

Provide a high level of security for the court.

Respond appropriately to any potential or actual breach of security.

Enforce the rules and policies of the courthouse.

Be alert and vigilant in observations around assigned post to identify suspicious persons or activities in or around the court facility.

Maintain STRICT confidentiality of any information learned as a result of courts duties.

Present a professional image of the Washington County Sheriff's Office and the Utah State Courts.

Operate and maintain the security screening equipment at the entry to the courthouse to prevent weapons or other contraband from entering the courthouse or courtroom (screening equipment includes x-ray machines, walk-through and hand held metal detectors).

Respond to incidents within the courthouse (such incidents may include fights, assaults, disorderly persons, activation of duress alarms, and threats to employees and others).

Assist members of the public as needed.

Controlling access to the bench and other restricted areas; quickly addressing any disturbance; conducting searches and security sweeps of the courtroom, restricted areas, and public access.

Enforce the decorum of the courtroom, removing those who are non-compliant with standards.

Comply with the directives of the judges and/or commissioners with respect to security related activities, performing duties incidental to the efficient functioning of the court, making forthwith arrest as directed by judge.

Assists witnesses, litigants, and public by answering questions about court procedures, but does not give legal advice or discuss merits of case on trial.

Performs other related duties as assigned.

## MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduate from high school, or GED; an authorized for work in the United States;  
AND
  - B. Two (2) years of progressively responsible experience providing clerical support within law enforcement offices  
OR
  - C. An equivalent combination of education and experience
2. Required Knowledge, Skills, and Abilities:

Be of suitable physical and mental condition to provide a high level of security for the court.

Some knowledge of modern office practices and procedures, grammar, spelling and punctuation; dispatch communication equipment; elementary first aid techniques and procedures; clerical processes and procedures; standard office equipment and machinery.

Ability to communicate effectively both verbally and in writing; establish and maintain working relationships with inmates, the public and other departments; restrain physically violent prisoners; react quickly to various situations under conditions of stress.
3. Special Qualifications:

Must be at least 21 years of age.

Must be LEO or BCO certified

Must be able to pass an extensive background investigation
4. Work Environment:

Functions of the position are generally performed in a controlled environment. Some functions of the work pose some degree of hazard and/or uncertainty. Must be able to stand for hours at a time. Various levels of mental application required, e.g., must be able to perform under stress, memory for details, discriminating thinking, creative problem solving, and continuous use of motor skills.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)